

Town of Lebanon
Janitorial Maintenance Services
Lebanon Senior Center
Bid Specifications

1. The Town of Lebanon is soliciting bids for janitorial maintenance services at the Lebanon Senior Center, 37R West Town Street, Lebanon, CT.
2. Bid submittal should include all labor and equipment for providing janitorial services at the Senior Center. The bid shall be for twelve months from July 1, 2016 through June 30, 2017.
3. **BIDS**
 - A. Each bid must be submitted on the enclosed bid sheet—no substitutions. The sheet must be fully completed and must be signed by the bidder in order to be found eligible for consideration.
 - B. Bids shall be hand-delivered or mailed to the Town of Lebanon, Office of the First Selectman, 579 Exeter Road, Lebanon, CT 06249 in a sealed envelope entitled: Att: Senior Center Cleaning Bid
 - C. Deadline for bid submission is **2:45 PM on Tuesday, June 7, 2016**. For questions concerning this project or to view the Lebanon Senior Center please contact Darcy Battye, Senior Center Director at 860-642-2042.
 - D. Bid submittals shall include:
 - i. Three commercial or municipal references including the name and telephone number of a contact person for each.
 - ii. Certificate of workers' compensation coverage and certificate of liability insurance, with a minimum coverage of one million dollars, must be submitted to the town following bid award, with Town of Lebanon named as an additional insured.
4. **SPECIFICATIONS**
 - Bathrooms will be cleaned three times per week. Includes cleaning of toilets, sinks, mirrors, counters, partitions, floor, and faucet fixtures. Refill dispensers with paper goods, soap, and hand sanitizer. All bathrooms will be washed down from top to bottom once a month.
 - Kitchen will be cleaned on Tuesday & Thursday. Floors, counters, sinks and appliance exteriors. Refill dispensers. Floor drains cleaned and disinfected monthly. Range hood cleaned quarterly.
 - Carpeted floors will be vacuumed weekly or more often as necessary.
 - Hard floors will be cleaned and maintained as recommended by manufacturer.
 - Building will be dusted and cobwebs removed from accessible ceilings and corners regularly and radiators, light fixtures and windowsills will be wiped off regularly. HVAC intake vents vacuum monthly.
 - Windows within reach by step ladder will be washed twice a year, both inside and outside.
 - Carpets will be shampooed as needed to remove spot/stains. Complete carpet shampooing will be done minimally once per year.
 - Contractor will strip and refinish hard floors twice a year.
 - Contractor will provide cleaning agents and materials (scrubbers, sponges, etc.) as needed to clean bathrooms as well as all equipment needed to clean hard floors and carpets.
 - Town shall supply all paper products (paper towels, toilet paper, hand soap and trash bags).
5. **PAYMENTS**

Payments will be made every two weeks; contract quote is valid for a one-year period from July 1, 2016 to June 30, 2017.
6. **TOWN RIGHTS**

The Town of Lebanon reserves the right to accept or reject any and all bids should they feel it is in the best interests of the town. Any bid received after the time, date and place specified shall not be considered.

TOWN OF LEBANON

Janitorial Maintenance Services
Lebanon Senior Center
July 1, 2016 – June 30, 2017

BID SUBMISSION

BID LUMP SUM: \$ _____

Submitted by: _____ Phone: _____
[Please Print]

Company Name: _____
[Please Print]

Company Address: _____

Signature: _____ **Date:** _____

Telephone: _____ **Email Address:** _____